

17 January 1980

Classification Review Procedure

CRP 80-2

RESCINDS: CRP 79-4 of 2 March 1979

REVIEW OF OTHER AGENCIES' DOCUMENTS

1. Effective this date, a new procedure for handling other agencies' documents is established. Its purpose is to record our systematic review findings in the DARE system--in much the same way as we record foreign documents. This will enable us to locate other agencies' documents by computer file search, which will be much faster and more efficient than manual search.

2. Reviewers will, therefore, continue to read other agency documents for CIA interest, but will record that action as follows:

a. Stamp all documents originated by other agencies with the following stamp:

DOCUMENT NO _____
REVIEW OF THIS DOCUMENT BY CIA
HAS DETERMINED THAT
☐ CIA HAS NO OBJECTION TO DECLASS
☐ IT CONTAINS INFORMATION OF CIA
INTEREST THAT MUST REMAIN
CLASSIFIED AT TS S C
☐ IT CONTAINS NOTHING OF CIA INTEREST
DATE _____ REVIEWER _____

b. Leave the document in its original place in the folder and number it in sequence along with CIA and foreign documents.

c. Check the proper information on the stamp.

d. Fill out a form 4023A or input stamp just as you would for CIA documents with the following exceptions:

(1) Use originating component codes for parent agencies as listed in the printout of DARE data elements (700 for State, 701 for Defense, etc.).

(2) Place an "X" in the review classification field.

(3) Leave the retention justification field and the next review date field blank.

(4) In the review coordination field place the name of the originating agency followed by a slash mark and either our recommended classification, "no obj," or "no interest." (EXAMPLE: State/no obj)

3. As in the past, the above action does not constitute final review action. We will communicate our review findings to the other agencies involved periodically and mark the documents accordingly when advised by the parent agency. Until so advised, we will make no change in the classification marking on the document.

4. The presence of other agency documents will be noted on the review completion slip attached to each box and will be included in the total number of documents on the job-box-folder stamp on each folder.



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Chief,
Classification Review Division